



COUNTY OF LOS ANGELES

**Public Health**

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[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

June 7, 2012

Dear Successful HIV Medical Outpatient Services Bidder:

**ADDENDUM #10: REQUEST FOR PROPOSALS FOR SPAs 2-8 HIV/AIDS CORE MEDICAL SERVICES, RFP #2010-03 (REBID)**

**NOTIFICATION OF EXTENSION OF TIMELINE FOR NEGOTIATING NEW MEDICAL OUTPATIENT SERVICES CONTRACTS AND REVISED CONTRACT START DATE**

After additional review and consideration, the Division of HIV and STD Programs is recommending that additional funding be offered to bidders who successfully responded to RFP #2010-03 (Rebid) for the delivery of HIV medical outpatient services. Additional funding will be allocated to: 1) ensure client access to pharmaceuticals not covered by the AIDS Drug Assistance Program (ADAP); 2) cover ADAP screening and enrollment-related costs, and 3) support a range of laboratory-related costs that are not covered by our current Therapeutic Monitoring Program arrangement with the Public Health Laboratory.

This additional funding will supplement the funding that has already been recommended for agencies as a result of RFP #2010-03 (Re-bid) for the delivery of HIV medical outpatient services for eligible patients living with HIV in Los Angeles County.

Consequently, the time line for negotiating new contracts tied to RFP #2010-03 is being extended and the revised anticipated contract start date is November 1, 2012. The negotiation deadlines for the Medical Care Coordination (MCC) contracts will not change from the previous time line.

Funding recommendations associated with supporting non-ADAP-covered pharmaceuticals, ADAP screening and enrollment services, and select laboratory procedures are currently being calculated by staff of DHSP. Your DHSP Program Manager will contact you if you need to provide additional information as a part of the budget negotiation process. Revised due dates are listed below.

**1. Budget Forms (REVISED DUE DATE: July 6, 2012)**

**Cost Reimbursement and Fee for Service (FFS) Budget Contracts**

The budget format used by DHSP is consistent with reporting requirements mandated by the Health Resources and Services Administration (HRSA). **For FFS budgets, these line item budgets will be used to help verify actual expenditures during cost report analysis at the end of the contract term. DHSP accepts budgets in this format only.**



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**2. Goals and Objectives Worksheets (REVISED DUE DATE: July 6, 2012)**

This information is specific to individual agencies and service categories. If necessary, your designated DHSP Program Manager will provide information about how the goals and objectives have been calculated. Signed copies of each worksheet must be signed and returned as part of the contract negotiation packet.

**3. Service Delivery Site Questionnaire (REVISED DUE DATE: July 6, 2012)**

Service Delivery Site information allows DHSP to understand the full spectrum of services that your agency offers. This information will be used to negotiate your contract goals, objectives and budgets for the upcoming contract term. In addition, such information is used by DHSP to assess geographic service availability, estimate of need, cost effectiveness and other factors that impact program planning activities. Please note that service delivery sites must correspond with the information cited under "Service Delivery Site(s)" in your contract. If you are proposing to change service delivery sites during the negotiation process, please notify your Program Manager. **DHSP may conduct verification site visits during the negotiation process.**

**4. Staffing Plan (REVISED DUE DATE: July 6, 2012)**

The HIV medical outpatient contracts call for specific staff with clinical certification and licensure. Please complete the previously shared form listing the certification and licensure of appropriate clinic staff (MD, DO, NP, PA). This form is also used to support the budget forms.

**5. Proof of Insurance (REVISED DUE DATE: July 6, 2012)**

Prior to the contract negotiation process, your agency must provide current proof of insurance that meets the insurance coverage requirements pursuant to the RFP Sample Agreement, Paragraph 11, Indemnification; 12, General Provisions For All Insurance Coverages, and; 13, Insurance Coverage Requirements.

Your agency may submit a "letter of intent/good faith" from a licensed insurance broker which substantiates your agency's intent to purchase and provide the required certificate of insurance, for the required coverage and levels of insurance, within five business days from the date of full contract execution. The letter of intent/good faith must reference your agency's legal name and RFP #2010-03 (RE-Bid) – Category 1: HIV Medical Outpatient Services. Please note that County-contracted services cannot begin until the required proof of insurance is provided

The SPARTA (Service Providers, Artisan, and Tradesmen Activities) insurance coverage program is once again available to County service providers interested in purchasing reasonably priced commercial liability, professional liability and non-owned automobile liability coverage. Service providers interested in purchasing SPARTA coverage can call (800) 420-0555 toll free for further information, quotes, etc.

In addition, please make sure to submit your agency's most recent and up-to-date Cost Allocation Plan, and Negotiated Indirect Costs Rate Agreements (NICRAs) or auditor-certified indirect cost rate. Negotiation instructions and documents (budgets, and service delivery site(s) information) are available online at <http://www.publichealth.lacounty.gov/aids/Contractors.htm>.

Successful HIV Medical Outpatient Service Bidder  
June 7, 2012

Upon submission, these documents will be negotiated with a designated DHSP Program Manager and reviewed by DHSP's Financial Services staff before final approval. **To ensure that service delivery is reimbursable beginning on the commencement date of the contract, please submit a signed copy of all required documentation via U.S. mail on or before July 6, 2012. Please send documentation to:**

Carlos A. Vega-Matos, Chief  
Care Services Division  
Division of HIV and STD Programs  
600 South Commonwealth Avenue, 10<sup>th</sup> Floor  
Los Angeles, California 90005

Additionally, **all documentation must be submitted electronically to** [oapp\\_care\\_negotiations@ph.lacounty.gov](mailto:oapp_care_negotiations@ph.lacounty.gov) with a copy to your designated DHSP Program Manager. If you do not respond by the due date, we will assume that you do not wish to execute a new contract.

Before funding recommendations can be presented to the County's Board of Supervisors (Board) for review and approval, contract negotiations between DHSP and your agency must be successfully completed no later than July 30, 2012. Please be advised that, notwithstanding DHSP's recommendation, the Board retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision making body, and makes the final determinations necessary to arrive at a decision to award, or not to award, a contract.

DHSP looks forward to working with your agency to complete a successful negotiation process. DHSP anticipates services beginning November 1, 2012. However, this start date is contingent upon all contract timelines being met. **SERVICES DELIVERED PRIOR TO FULL EXECUTION OF THE CONTRACT CANNOT BE REIMBURSED.**

This addendum will also be available to download within 24 hours at the following website:  
<http://publichealth.lacounty.gov/aids>

For questions regarding the contract negotiation process, please contact Carlos Vega-Matos, Chief, HIV Care Services Division, at (213) 351-8082.

Very truly yours,



Mario J. Pérez, Director  
Division of HIV and STD Programs

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c: Michael Green, Ph.D  
Monique Collins  
Carlos Vega-Matos